

Mississippi Public Health Laboratory Clinical Services Result Portal User Guide

I. Results Portal Access:

Two ways exist to access the MPHL Clinical Services Result Portal Home Page:

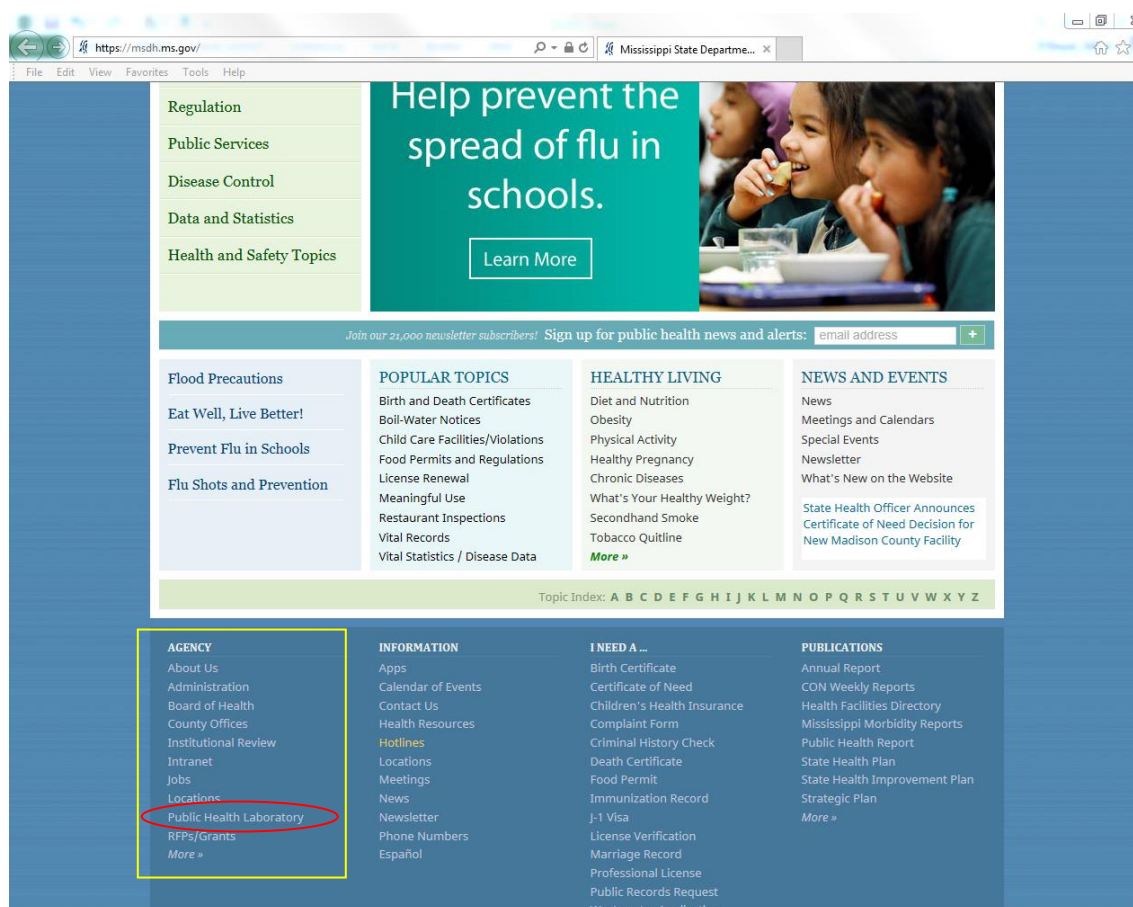
1. Open your internet browser and enter the below URL:

<https://apps.msdh.ms.gov/CSP/msphl/apollo.csp>

OR

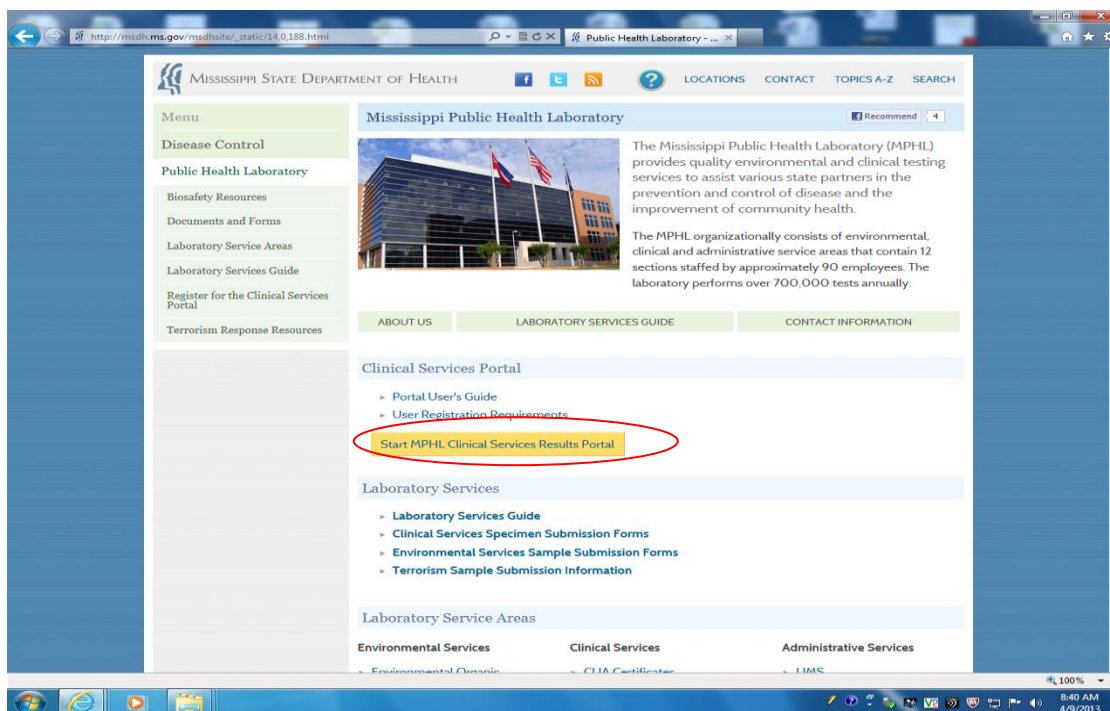
2. Locate the link on the MSDH website as shown below:

- a. Enter <http://www.healthmys.com/> from your internet home page.
- b. Find the “Agency” list in the lower left-hand corner of the MSDH home screen (yellow rectangle, picture 1 below). Click on the “Public Health Laboratory” (red circle, picture 1 below).



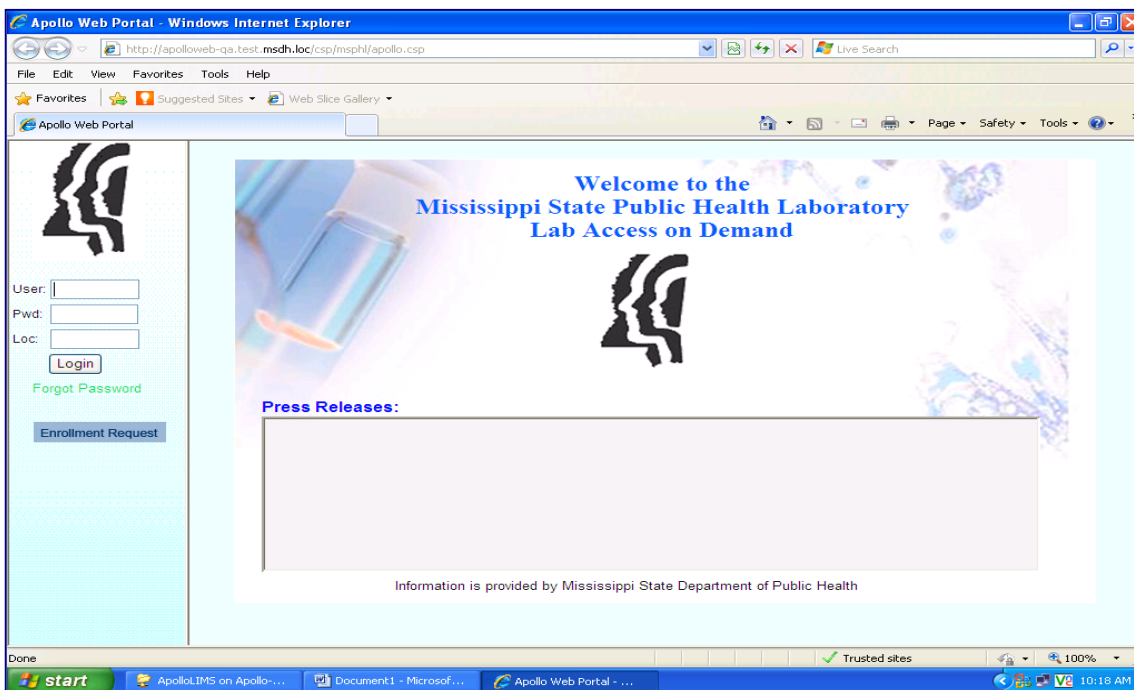
Picture 1: MSDH Home Page. Agency section identified in yellow rectangle. Public Health Laboratory link circled in red.

- c. Under Clinical Services Portal, Click on “Start MPHL Clinical Services Results Portal” (red circle, picture 2 below)..



Picture 2: MPHL Home Page. Start MPHL Clinical Services Result Portal Link circled in red.

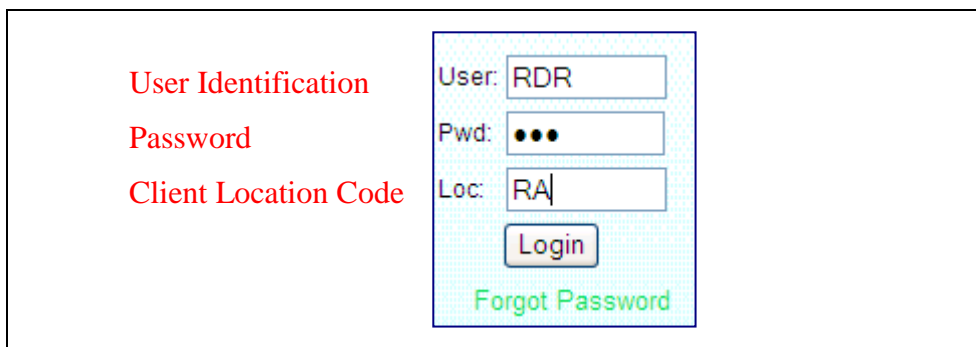
3. The Clinical Services Result Portal home page is shown in Picture 3 below.



Picture 3: MPHL Clinical Services Results Portal Home Page

II. System Log-In

1. Enter the User Identification, Password and Client Location Code that you were provided by the MPHL into the appropriate log-in field shown below.

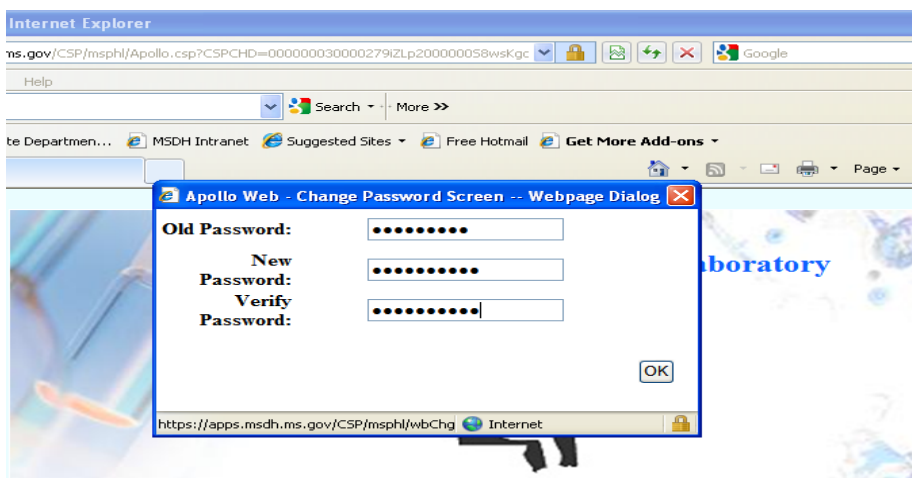


The image shows a login form with three input fields and a login button. To the left of the form, the labels 'User Identification', 'Password', and 'Client Location Code' are written in red. The form itself has a light blue background with a dotted pattern. The 'User' field contains 'RDR', the 'Pwd' field contains three black dots, and the 'Loc' field contains 'RA'. Below the fields is a 'Login' button and a 'Forgot Password' link in green text.

User Identification	User: RDR
Password	Pwd: ●●●
Client Location Code	Loc: RA
	Login
	Forgot Password

Picture 4: System Log-In Screen Area

2. Use the <Mouse> to click the [Login] button.
3. After your first log-in, the system will prompt you to change and verify a new password using the below screen. Please enter your current password into the Old Password Field and then choose a new password that includes the following: 8 characters consisting of at least 1 uppercase letter, 1 lowercase letter and 1 non-alphabetic variable. Click the Ok button to continue.

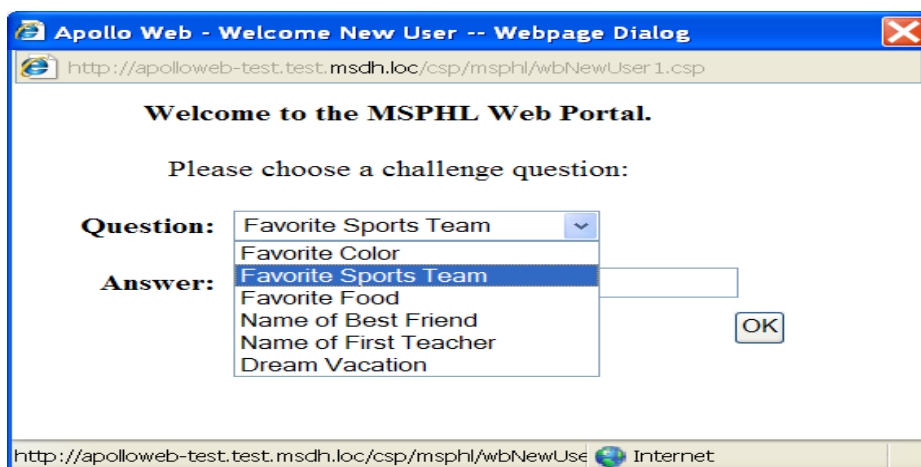


The image shows a web browser window with an Internet Explorer address bar. A dialog box titled 'Apollo Web - Change Password Screen -- Webpage Dialog' is open. It contains three input fields: 'Old Password:', 'New Password:', and 'Verify Password:'. Each field is filled with black dots. An 'OK' button is at the bottom right of the dialog. The background of the browser window shows a blurred image of a laboratory setting.

Old Password:	●●●●●●●●
New Password:	●●●●●●●●
Verify Password:	●●●●●●●●
	OK

Picture 5: New Password Selection Screen

4. You will use your new password for all future log-in attempts.
5. After you log into the system a second time, you will be presented with a list of password re-set challenge questions. See picture 6, next page, for a screen shot of an example challenge question. You will be required to select your preferred question AND the appropriate answer. Be sure that the answer is something you will remember. The MPHL has no record of your answer.



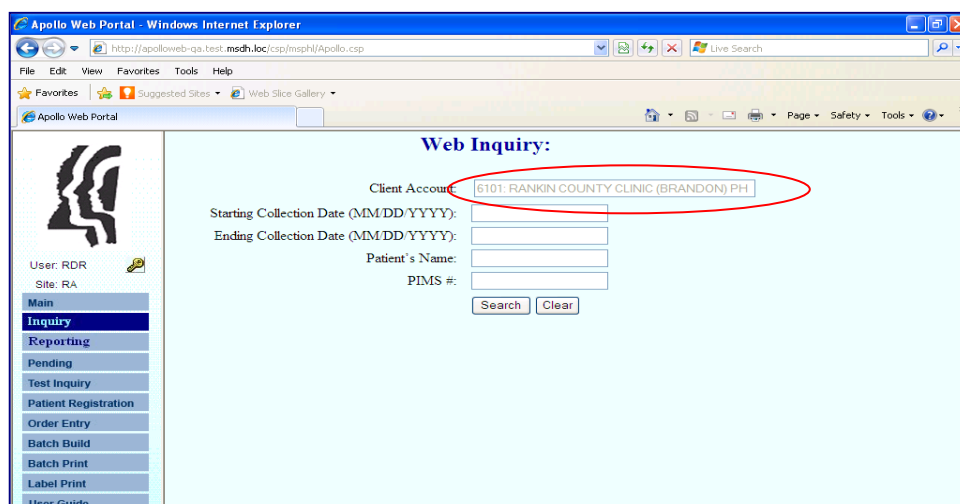
Picture 6: Challenge Question Pick Screen

III. User Password Re-set Option

To reset your password you will be required to email LIMSAdmin@msdh.ms.gov requesting that your ApolloLIMS WEB account be reset.

IV. Patient Web Inquiry Function

1. The Clinical Services Result Portal System has functionality that will allow you to query or inquire individual patient reports. Reports viewed using this function may be recently released or older reports that have been archived within the system
2. From the main menu on the left side of the home page, choose [Inquiry]. You will see the next screen. Note that your organization information should be available in the Client Account field (circled in red in picture, below).



Picture 7: Patient Web Inquiry Screen

- After selecting the default Client Account, you will need to choose the appropriate patient search criteria:

- Starting Collection Date: enter a valid date in the format of MM/DD/YYYY for the specimen results you are interested in viewing.

AND

Ending Collection Date: enter a valid date in the format of MM/DD/YYYY for the specimen results you are interested in viewing.

- Patient's Name: enter only a last name or a last name with the first name or initial. You can use a wild card of % if needed. Place a comma with **NO SPACE** between the last name and the first name/initial as shown below.

EXAMPLE: Doe,Joe or Doe,J

- Patient Information Management System (PIMS) number (Used by MSDH County Clinics Only).
 - Leave the criteria fields blank to search ALL available specimen reports.
- Once you are finished specifying the appropriate search criteria, use the <Mouse> to click the [Search] button.
 - Your search results will be displayed in a table. The specimens are displayed sorted first by Submitter Account, then by Collection Date (with the most recent at the top), and finally by Alphabetic Last Name listing as shown in picture 8, below).

Web Inquiry:

[Back to Criteria](#)

Account No.	Spec. No.	PIMS #	Collect Date	Patient Name	Patient DOB	Report Status
6101	Z002335		10/11/2011	Test,	01/01/2011	Report
6101	Z002333	123456	10/11/2011	Test,Mary	01/05/1945	Report
6101	Z002344	123456	10/11/2011	Test,Mary	01/05/1945	Report
6101	Z002345	123456	10/11/2011	Test,Mary	01/05/1945	Report
6101	Z002347	345799	10/10/2011	TEST,BEBE	08/07/1981	Report
6101	Z002332	65980	10/10/2011	TEST,DELTA	12/31/1976	Report
6101	Z002336	987654	10/10/2011	TEST,DOLLY	02/22/1998	Report
6101	Z002346	123456	10/10/2011	Test,Mary	01/05/1945	Report
6101	Z002348		10/10/2011	Test,Pete		Report

[More](#)

Picture 8: Patient Web Inquiry Search Screen includes the following: client account number (Account No.), the available specimen numbers (Spec.No), the specimen collection date, the patient's name, the patient's Date of Birth, and the Report Status field that allows the report to be viewed.

- The Clinical Services Result Portal will show up to 20 results per page. If more than 20 patients results are available for viewing, the [More] button at the bottom of the screen will be enabled. You can continue to click [More] until all available patients are displayed.
- Use the <Mouse> to click on the specimen report you want to view by clicking the “Blue” Report Status field identified in the red circle below:

Web Inquiry:

[Back to Criteria](#)

Account No.	Spec. No.	PIMS #	Collect Date	Patient Name	Patient DOB	Abnormal	Status
951153	Z001067		07/19/2016	Rocky,			Report
951153	Z000913		09/08/2015	TEST,APPLE	01/14/1985		Report
951153	Z000910	1827364	09/08/2015	TEST,DAVID	01/05/1995	Yes	Report
951153	Z000912		09/08/2015	TEST,MARY	01/05/1945		Report
951153	Z000911		09/08/2015	TEST,ZOE	05/12/2003	Yes	Report
951153	Z000892		08/06/2015	TEST,PEACE	04/23/2010		Report
951153	Z000847		04/01/2015	TEST,DAVID	01/05/1995		Report
951153	Z000848		04/01/2015	TEST,ZOE	05/12/2003	Yes	Report
951153	Z000804		10/06/2014	TEST,MARY	01/05/1945		Report
951153	Z000784	1827364	08/24/2014	TEST,DAVID	01/05/1995	Yes	Report

Picture 9: Web Inquiry – Printing selection



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Mississippi Public Health Laboratory
 570 East Woodrow Wilson, Jackson, MS 39216
 Phone: 601-576-7582 / Fax: 601-576-7720

CLIA #: 25D1096223

Laboratory Specimen #: Z000677

Submitter Information

PUBLIC HEALTH LAB
 ATTN:
 570 E. WOODROW WILSON
 JACKSON, MS 39215
 601-576-8043

Patient Information

TEST, PEACE

Gender: UNKNOWN; SN:
 DOB: 04/23/2010 Race: UNKNOWN
 Age: 3 PID/PIMS #:

Reason for Testing: ROUTINE SCREEN

Collected: 11/22/2013
 Received: 11/23/2013, 12:00

Source:
Test Requested

Result
 *** Final Report ***



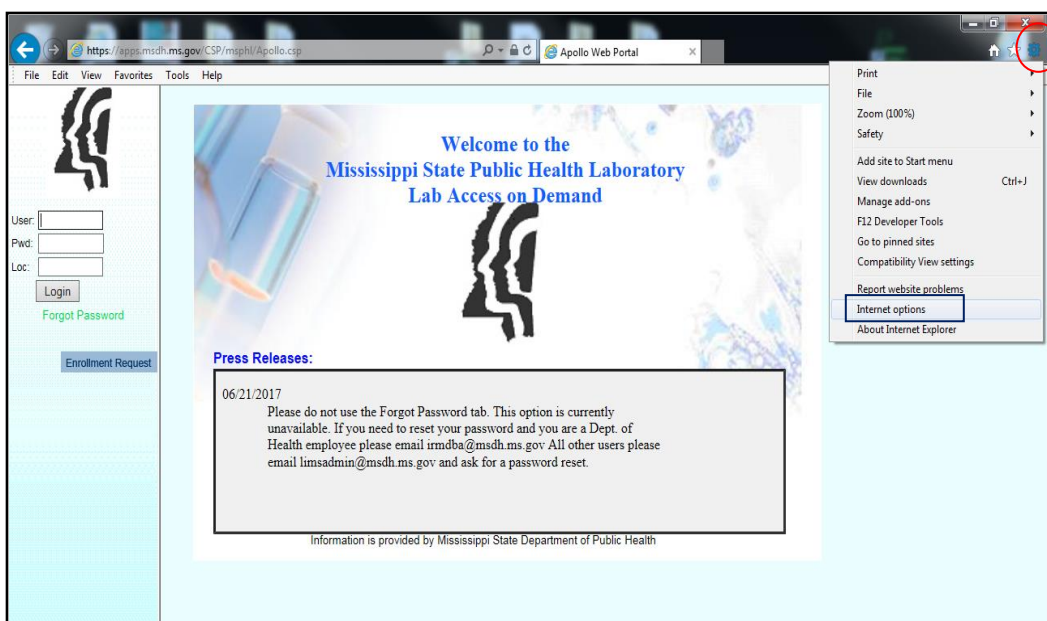
Picture 10: Location of Printer and Save icons.

8. A separate window should pop-up showing the PDF copy of the report. Click on the picture of the printer in the toolbar that appears at the bottom of the screen when you let the mouse hover in that area (red circle, picture 10) to send the report to your default printer.
9. A copy of the report can also be saved on your computer by clicking on the diskette icon (red square, picture 10).

NOTE: It is recommended that you print at least one report from inquiry to verify the connection with your printer before you attempt to print all new reports from the REPORTING queue.

V. REPORTING:

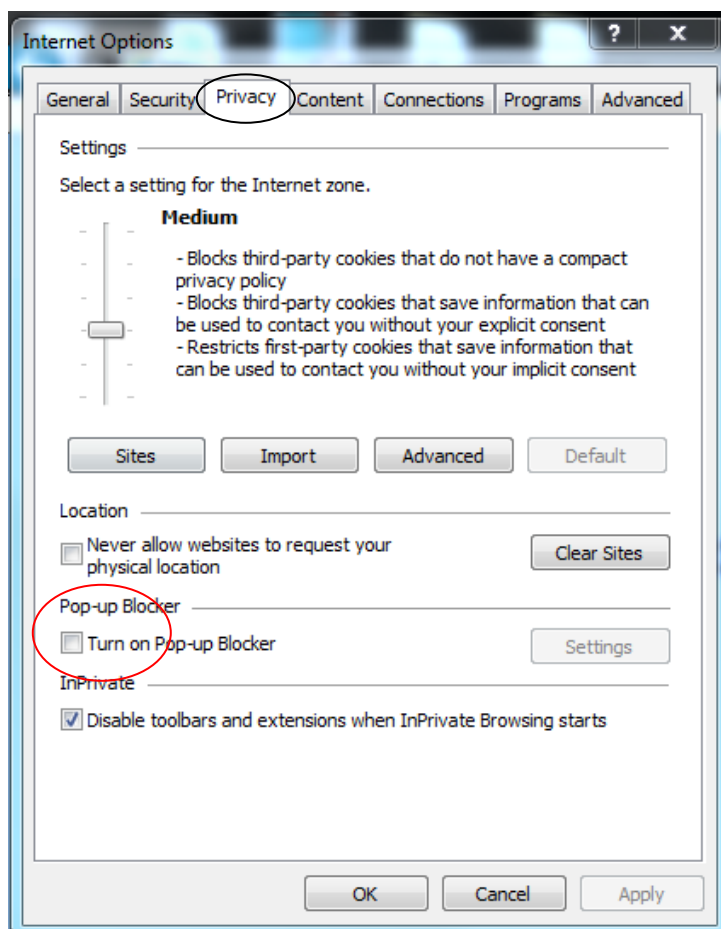
1. The Clinical Services Result Portal System has functionality that will allow clients to print their daily laboratory reports by placing the reports in a client print queue.
2. Because the Web Portal System uses a Pop-Up to queue laboratory reports for printing, clients can print laboratory reports only on computers that have disabled pop-up blockers. For Windows 7 to disable pop-ups on a computer, click on the gear icon at the upper right side of the Web Portal Home Screen (red circle, picture 11). Click on the "Internet Options" option (blue rectangle, picture 11).



Picture 11: Screen showing Tools Tab Process for Disabling Pop-up Blocker Using Windows 7

3. A new smaller window will open up on the left of your screen (Picture 12). Click on the 3rd tab labeled Privacy (black circle, picture 12). Approximately 2/3 down the page evaluate the condition of the Pop-up Blocker box (red circle, picture 12). To allow the Reporting menu option to function properly this box cannot be checked. If it is, click in

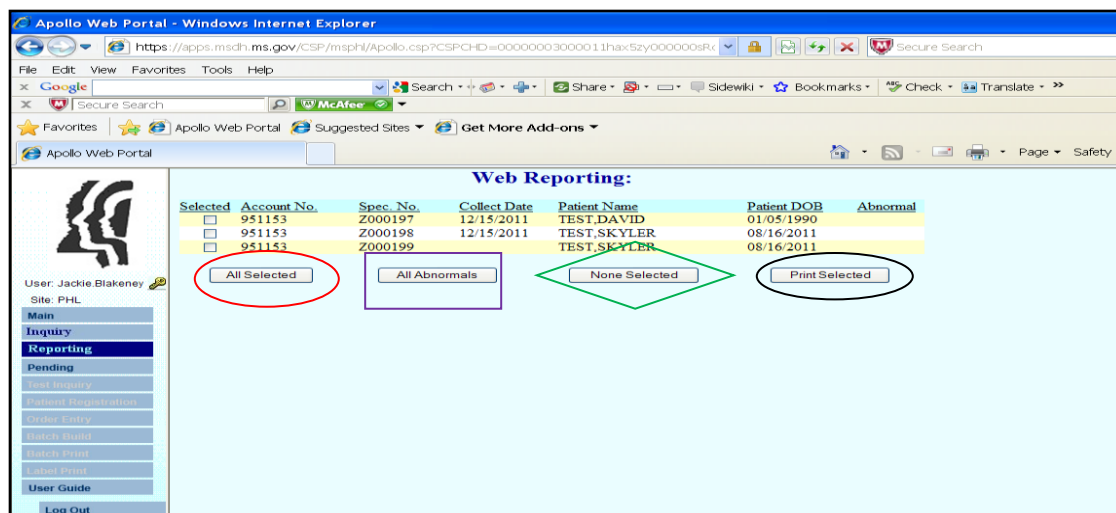
the box to remove the check. Click OK at the bottom of the window and close out the screens involved as needed. Computers without disabled Pop-up blockers will generate JAVA script errors when clients attempt to print laboratory reports.



Picture 12: Screen showing Tools Tab with a disabled Pop-up Blocker. This screen is required for the reporting functionality.

NOTE: If your PC receives updates, the Pop-up blocker may be turned back on during the process. Be sure to check its status if problems develop later with printing.

4. After disabling your computer's pop-up blocker, choose [Reporting] from the left side of the Web Portal home page. The following Patient Web Reporting screen will appear:



Picture 13: Patient Web Reporting Screen includes the Client Account Number, Specimen Number, Specimen Collection Date, Patient Name, Patient Date of Birth, and whether the report contains an abnormal result or not.

- The listing identifies all of the specimen reports that have NOT been printed for your client account. Use the <Mouse> to select the reports you want to print by clicking the checkboxes under the Selected tab that are adjacent to the appropriate reports or by clicking the [All Selected] button (circled in red, picture 13) on the left.
- The report search can be further limited by selecting the [All Abnormals] button (purple rectangle, picture 13). This function will allow you to print only reports that contain abnormal patient results. Once you have cleared all reports containing abnormal results, you must click on [All Selected] and print the rest of your queue.

NOTE: The [All Abnormal] option selects abnormal or flagged results as defined by the Mississippi Public Health Laboratory. Selecting the [All Abnormal] option does not eliminate your responsibility to print and review all available reports.

NOTE: It is recommended that you select only one report to print the first time that you perform this step. This way if any problems develop, you have only involved one report instead of the entire print queue. Please notify the MPHL LIMS staff (see contact information at the end of this document) immediately if you receive any error messages or your screen goes blank when you attempt your first print.

- If you need to cancel your printing or have made a mistake, click on the [None Selected] button (green diamond, Picture 13).
- Once you have decided the appropriate reports to print, use the <Mouse> to click the [Print Selected] button at the bottom right (black circle, Picture 13).
- A new window will be launched with a combined PDF of the selected report(s) as seen in Picture 14, next page. You can then send the report(s) to your local printer by clicking on the printer icon (black square, Picture 14, next page). After clicking on the printer icon on the PDF report screen, click on the original Apollo Web Portal tab (red circle on Picture 14, next page) to bring you back to the REPORTING screen.

Mississippi Public Health Laboratory
570 East Woodrow Wilson, Jackson, MS 39216
Phone: 601-576-7582 / Fax: 601-576-7720

MISSISSIPPI STATE DEPARTMENT OF HEALTH

Laboratory Specimen #: Z000892

Submitter Information
PUBLIC HEALTH LAB
ATTN:
570 E. WOODROW WILSON
JACKSON, MS 39215
601-576-8043

Patient Information
TEST, PEACE

Gender: UNKNOWN; SN:
DOB: 04/23/2010 Race: UNKNOWN
Age: 5 PID/PIMS #:
Collected: 08/06/2015
Received: 08/06/2015, 12:00

Source: Rectal Swab

Test Requested
8.50 x 11.00 in

Reference Range

Picture 14 Reporting screen showing the original tab for the web portal circled in red and the Print icon (Black square).

10. A “Mark as Reviewed” pop up box is displayed on the Web Reporting: window underneath.

Web Reporting:

Selected	Account No.	Patient DOB
<input checked="" type="checkbox"/>	6101	01/01/2011
<input type="checkbox"/>	6101	01/05/1945
<input type="checkbox"/>	6101	01/05/1945
<input type="checkbox"/>	6101	01/05/1945
<input type="checkbox"/>	6101	08/07/1981
<input type="checkbox"/>	6101	12/31/1976
<input type="checkbox"/>	6101	02/22/1998
<input type="checkbox"/>	6101	01/05/1945

Mark as Reviewed?

OK Cancel

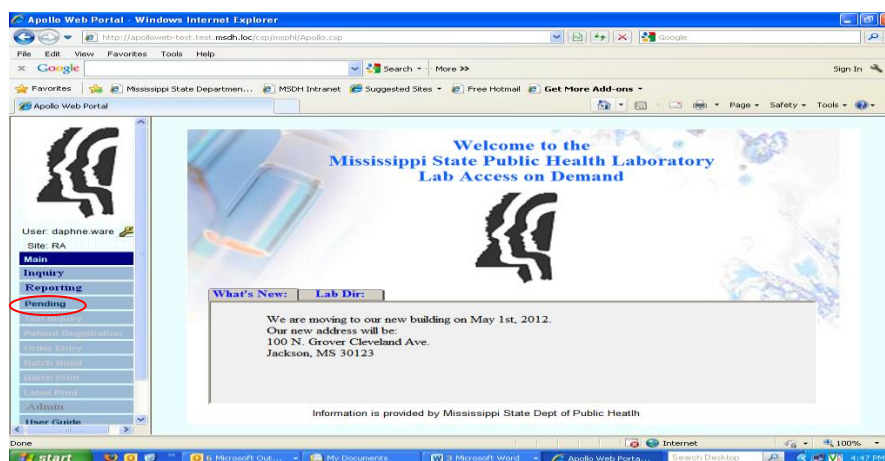
All Selected Print Selected

Picture 15 Review Pop-Up Window

11. Use the <Mouse> to click the [OK] button. All selected reports will disappear permanently from your Reporting queue. These reports will be viewable only from the Inquiry function after being removed from your Reporting queue.
12. If selecting “OK” from this screen does not cause your print queue to clear out, you may have waited too long to check “OK” and you have been timed out. Close the Clinical Services Result Portal screen and log in again. Repeat the process, moving more quickly to minimize the PDF screen and click “OK” while the Reviewed box is still active.
13. If you have chosen to print only Abnormal reports, the selected reports will disappear from the queue and you can now click on the [All Selected] button and print the remaining reports in your queue. You will need to also mark these reports as Reviewed when the second print is complete by again selecting “Ok” in the “Mark as Reviewed” box.
14. If you want the reports to remain in your ‘Inbox’ to enable a later print, use the <Mouse> to click the [Cancel] button. If you are ever not sure whether or not the correct reports printed, select [Cancel] to protect your queue.
15. If at any time you feel that you have lost reports, note the time that you attempted the print and contact the LIMS Administration department at the MPHL to request a print re-queue.

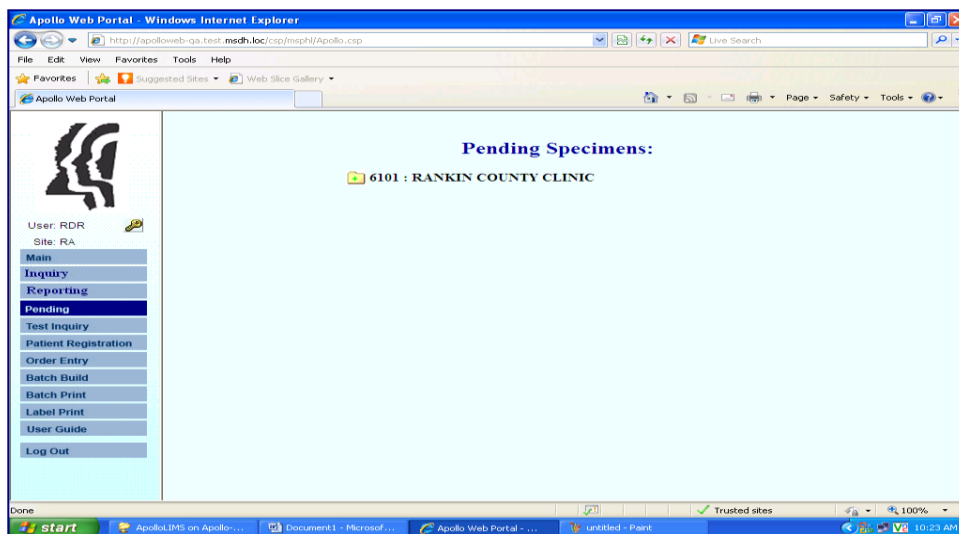
VI. PENDING:

1. The Clinical Services Result Portal System also has functionality that allows clients to view a list of specimens that have not yet been tested and are “Pending”.
2. From the main menu on the Clinical Services Result Portal home page, choose [Pending].



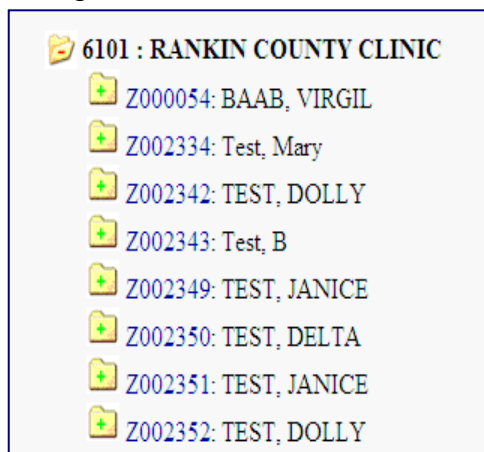
Picture 16: Home Screen Pending Option

3. The Pending Specimens Screen will appear.



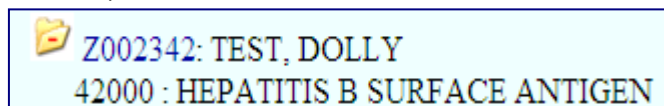
Picture 17: Pending Specimens Screen

- 4 You can use the <Mouse> to click on the Folder beside the client location to view a list of all “Pending” specimens that have been received by the lab and are currently being testing but have not been finalized.



Picture 18: Current Pending List by Location

- 5 If you want to know what test is pending on a specimen, click on the folder beside the specimen number. Once opened, the folder will display the pending test information. (Picture 19 below)

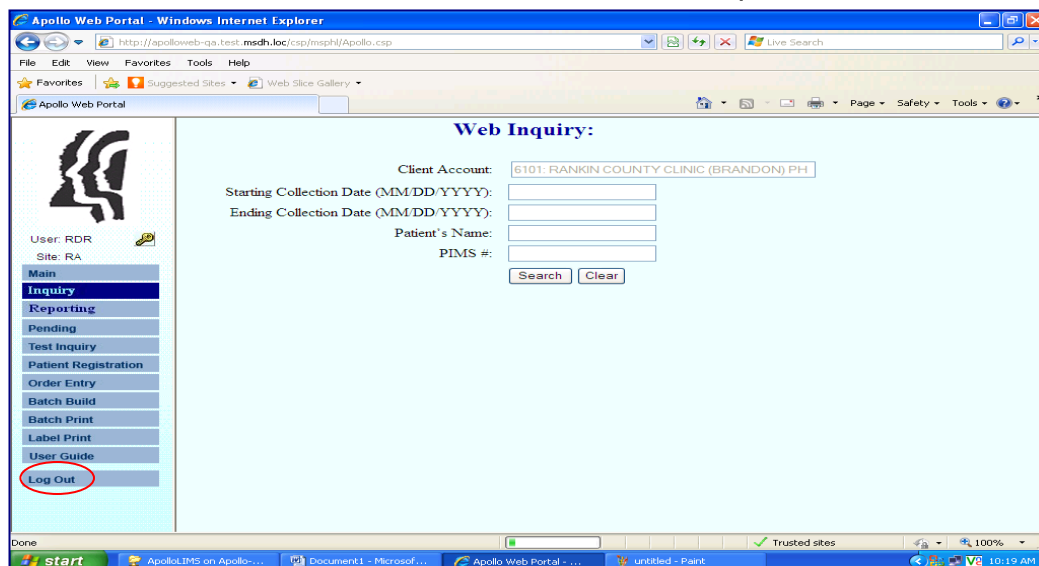


Picture 19: Open patient folder displaying pending test information.

NOTE: Nonreportable result codes utilized in the testing algorithm may also appear on this list and can be ignored.

VII. Logging Out of the System

- 1 Click on [Log Out] (Red circle – picture 20 below) when you have finished your session. Do not leave the Clinical Services Result Portal open.



Picture 20: System Log Out Menu Option

- 2 If the Apollo application times out or when you click on Logout, the screen in the picture below will appear. If you want to return to the Web Portal, click on the blue **Login** to return to the login screen. If your encounter is complete, close the internet browser.



Picture 21: Internal Login Screen

VIII. MPHL Contact Information

If you have questions, please call the MPHL LIMS Administration department at 601-576-7582 or email LIMSADmin@msdh.ms.gov for assistance.